

**July 31, 2015**

**CSeries Check Printing  
Training Course**



**State of North Carolina**

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# **C Series Check Printing Training Course**



**Office of the State Controller  
July 31, 2015**

This Training was prepared by:  
**The Office of the State Controller**

<http://www.osc.nc.gov>

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## Introduction

### Overview

This course provides an agency's check printing staff the procedures within the CSeries software to review and print system and manual checks and to process payment replacement checks.

The **CSeries** software is the replacement for the current software that is being used to print checks. The **CSeries** software is web-based software that is not required to be installed on a computer. Once a user has been assigned a username and initial password, they will be able to log into the CSeries software to print their agency's checks.

### Objectives

Upon successful completion of this course, participants will know how to:

- Log successfully into CSeries software
- Print system checks from batch production processing
- Print manual checks initiated from NCAS on the *Manual Payment Entry (MPE)* screen
- Enter and Print manual checks entered within the CSeries software
- Print Check Register report for checks printed during the day

#### NOTE

Any questions about the **CSeries** software or problems using the software, please call **OSC Support Services at (919) 707-0795** to request a ticket to be entered.





## Logging On

📁 Software requirements for CSeries:

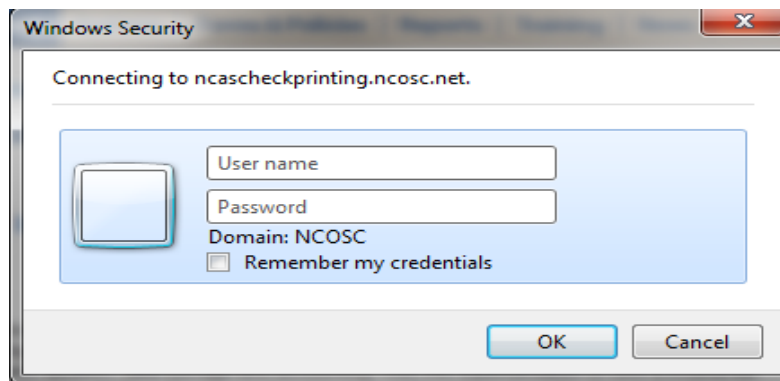
- Internet Explorer up to version 10.

1. On your desktop, double click on the **Client CSeries website shortcut** to log into the CSeries software.



📁 You must log into CSeries using the CSeries link that has been placed on your computer's desktop and not open up another IE browser window. This link has been configured especially to work with the CSeries software.

2. The following popup box will display. You will need to key the following:



- **USERNAME:** eads\Your NCID
- **PASSWORD:** Your NCID password

📁 By placing a checkmark in the "Remember my credentials" checkbox, CSeries will remember the above username after the initial login.

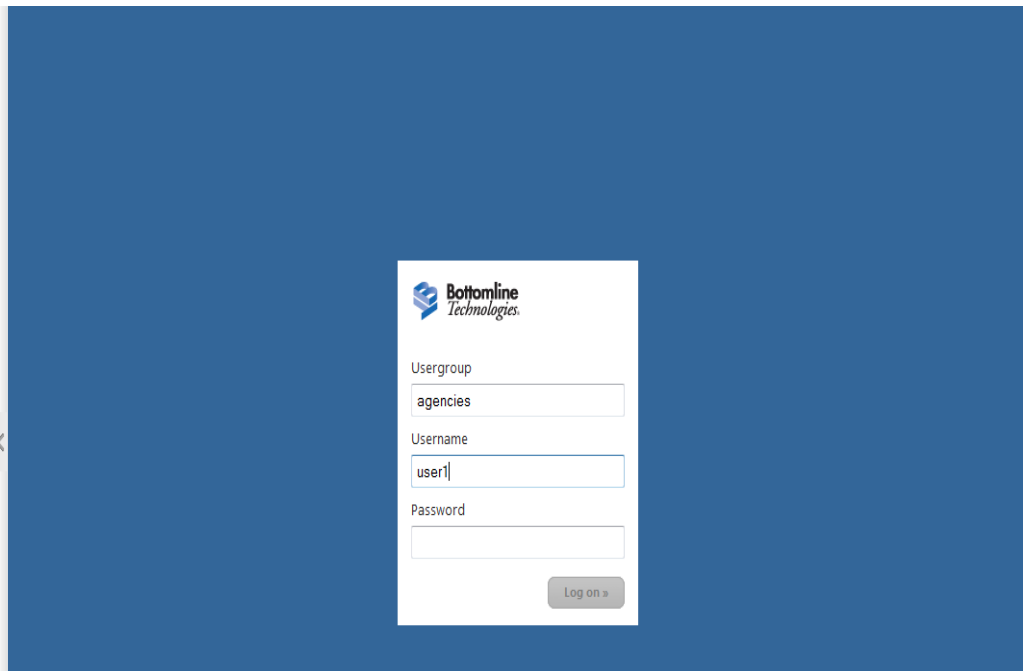
3. Click OK

This screen appears on first access, and when your session times out. When the session times out, log on again to return to the page you were working on.


To log on, enter your **User group**, **User name** and **Password**. Your system administrator can provide these details.

Alternatively, if single sign-on is enabled on your system, click **Go** to log on again without having to enter logon credentials.


[More help](#)



4. Type in **your Usergroup** that has been assigned.


 This will be given to you during initial setup for each user.

5. Type in **your Username** that has been assigned

 This will be given to you during initial setup for each user.

6. Type in the **initial password** that will be given to you during initial setup.

7. The following screen will appear prompting you to change your password.

 This will only occur during your initial log onto the software and every 90 days when the password expires.

 **Password requirements:**

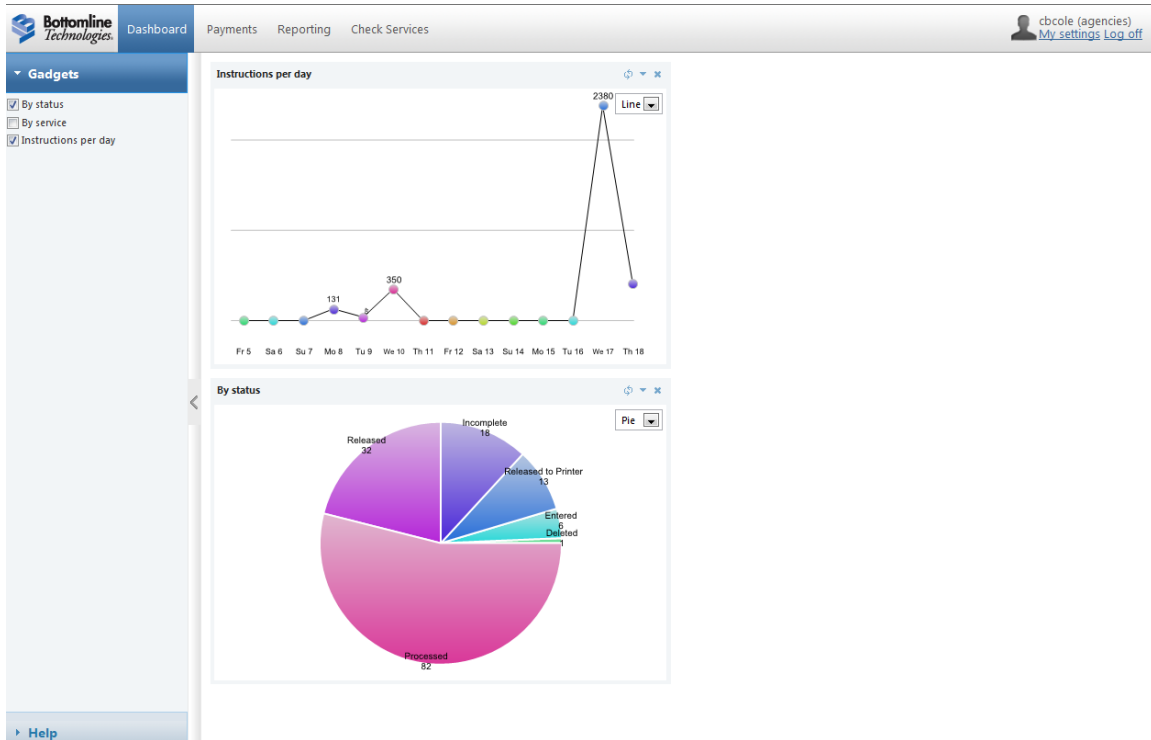
- **At least 8 digits**
- **Contain at least 1 special character**



The screenshot shows a web form for changing a password. At the top left is the Bottomline Technologies logo. Below it is a red-bordered box containing the text "You need to change your password". Underneath this box are three text input fields labeled "Old password", "New password", and "Confirm password". At the bottom right of the form is a grey "Save" button.

8. Type in the **initial password** for the Old password..
9. Type in a **New Password that you chose**.
10. Retype your new password to confirm your new password.
11. Click **Save**.

12. The **Dashboard** tab will display a graph that displays payments by status. This in an informational page only.

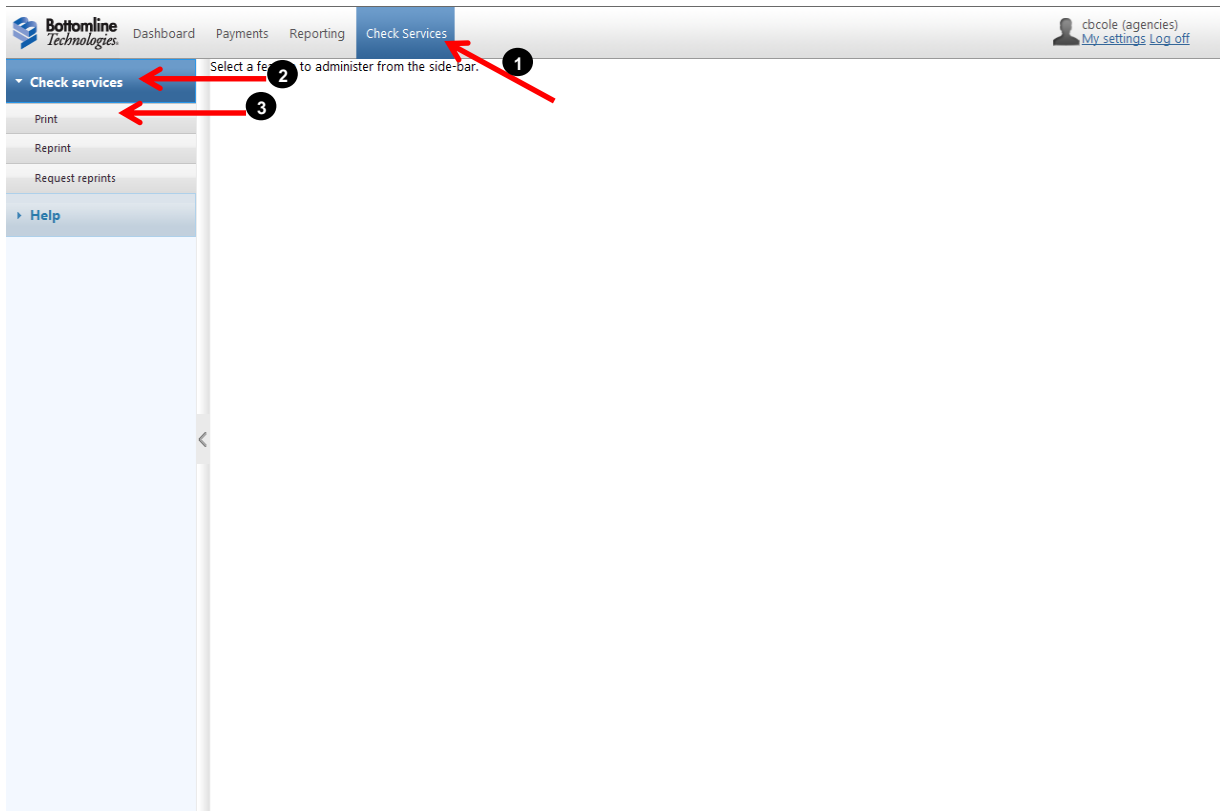


## Printing Checks

This section will demonstrate how to print batch system (NCAS) checks and to print manual checks.

### Batch System Check Printing

1. Select the **Check Services Tab** on the top menu bar.
2. In the side-bar, select **Check services**.
3. Select **Print**.



- The Print Filter screen displays. Click **Enter**.

- The check batches that are available for printing will be displayed. If you have multiple batches, you will see multiple rows displayed. Also, if you have requested a manual check from the MPE screen in NCAS, you would see that check as a separate row. *(This process will be demonstrated later in the training manual.)*

ID	Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
14	9		03/22/2013	3	2	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
15	9		03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
16	9		03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
17	30		03/26/2013	77	39	Print	SOS050	Loaded Batch 2013-03-26 12:52:16.001
18	32		03/26/2013	33	17	Print	SSM870	Loaded Batch 2013-03-26 12:57:18.413

## IMPORTANT

Before printing checks, you will need to make sure to turn on the check printer. Below are the steps to follow:

- Use the gold key to unlock the printer tray, verify that check stock is in the tray.
- Fan any new Check Stock and put into tray 2 on Troy 4350 and tray 3 on Troy 4000 and 8000. Load the tray with the blue line facing down and toward the right of the printer.
- Use the second key to unlock the printer, turning it to the Print MICR setting.

- To print a batch of checks, click on the checkbox next to the batch id in the main **Print Screen** grid.

### IMPORTANT

After following instruction #7, a popup box will eventually display with the check printer name. DO NOT CLICK THE “**Print**” BUTTON TWICE. The printer popup box may take a few seconds to display.

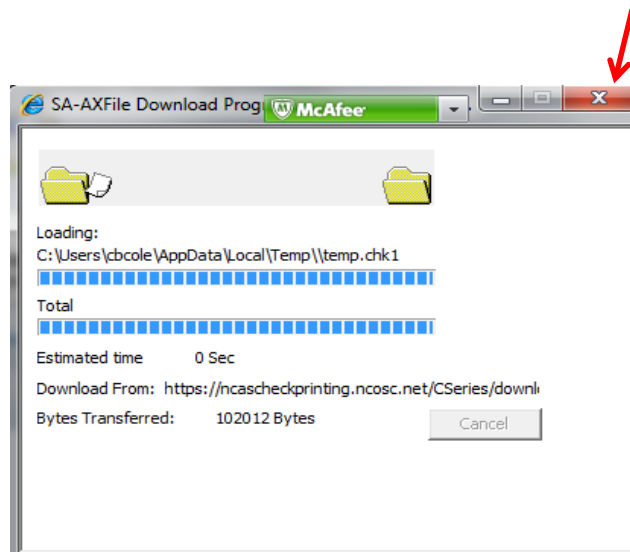
- Click **Print** on the navigation bar.

The screenshot shows the 'Print' screen of the CSeries Check Printing application. On the left is a navigation bar with options: 'Check services', 'Print', 'Reprint', 'Request reprints', and 'Help'. The main area is titled 'Print' and contains a table with columns: Batch ID, Part, Date, # Checks, # Pages, Print Type, Application, and Batch Name. The table lists several batches, with the first one (Batch ID 14) selected. A red arrow points to the 'Print' button in the top right corner of the table, which is also circled with a dashed line and labeled with a red '7'.

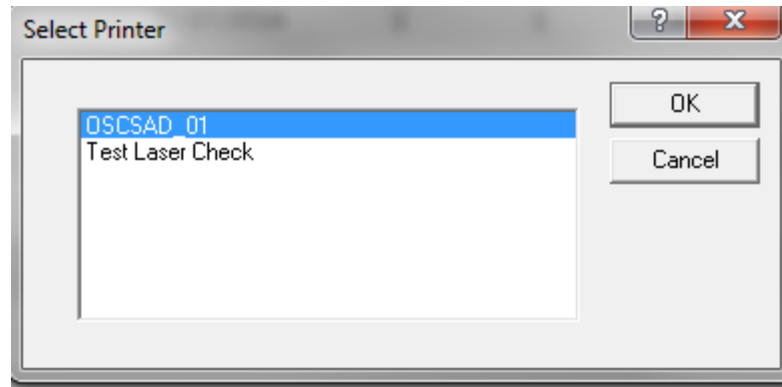
Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
14	9	03/22/2013	3	2	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
15	9	03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
16	9	03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
17	30	03/26/2013	77	39	Print	SOS050	Loaded Batch 2013-03-26 12:52:16.001
18	32	03/26/2013	33	17	Print	SSM870	Loaded Batch 2013-03-26 12:57:18.413

### IMPORTANT

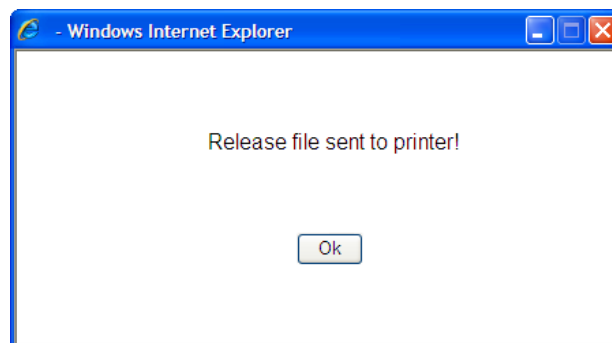
You may see the following popup window that does not disappear. If you do, click the red X in the corner to close so that printer popup box displays.



8. The **Select Printer** popup box will display shortly.
9. **Select** the printer and click **OK**.  
*(Even if you only have one printer listed, you will still need to select your printer by clicking on the printer and then click OK.)*



10. The checks should start immediately printing at the check printer.
11. Click **OK** in the **Release file sent to printer!** message box to remove the batch from the Print screen grid.





## Manual Check Printing

With the CSeries software, the NCAS *Manual Payment Entry (MPE)* screen will send the manual check to the CSeries software for printing. The trigger in NCAS to send a manual check to CSeries is to enter a "Y" in the PRINT CHECK field.

For details of how to enter a manual check on the MPE screen in NCAS, please see the *NCAS Accounts Payable Processing* manual for step by step instructions.

### In NCAS:

N45 AP				MANUAL PAYMENT ENTRY		MPE	
235 - ENTER REQUIRED KEY FIELDS							
NEXT FUNCTION: _____				ACTION: _____		04/18/2013 14:25:42	
REQUEST: _____							
=====							
BANK ACCT PAY CODE: XXD		1		PYMT REF NBR: 1234		2	
PAYMENT AMOUNT : 100.00		3		PAYMENT DATE: 04/18/2013		4	
SINGLE DOC DISCNT : _____				PAY ENTITY : _____			
VENDOR/EMP NUMBER : 5				SHORT NAME : _____			
PAID INVOICE NBR : _____				LIST DOC BEG: _____			
PAYMENT NBR : _____				PARTIAL NBR : _____			
PRINT CHECK : Y		6					
DOCUMENT	DOCUMENT	PYMT	PART	GROSS	NET	PAID	
NUMBER	DATE	NBR	NBR	AMOUNT	AMOUNT	GRS	NET
7399245	03/15/13	001	000	100.00	100.00	8	

1. Type **your BAP code (XXD)** in the BANK ACCT PAY CODE field to indicate which bank account the payment needs to be recorded.
2. Type the agency assigned **manual check number** in the PYMT REF NBR field.

Manual check numbers can only be up to 9 digits. Errors will occur if a check number is used over 9 digits.

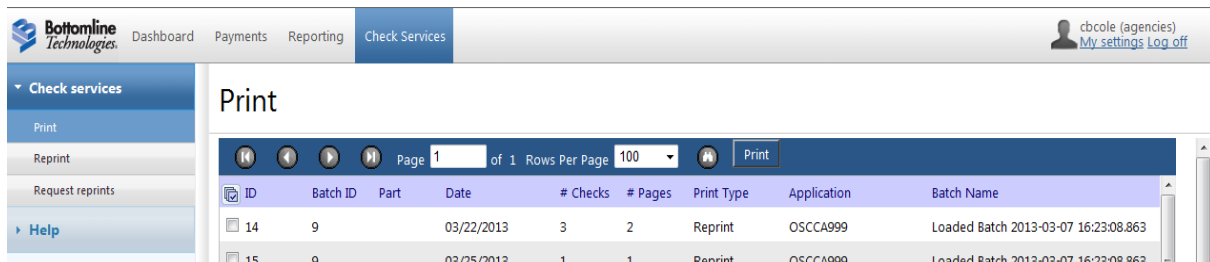
3. Type the **payment amount** in the PAYMENT AMOUNT field to indicate the total amount of the manual check.
4. Type the **payment date** in the PAYMENT DATE field to identify the date of the manual check.

5. Type the **vendor number and group** in the VENDOR/EMP NUMBER fields.
6. Type “**Y**” in the PRINT CHECK field.

If you do not type the **Y** in the PRINT CHECK field, the check will not push to the *CSeries* check printing software. At this point, the manual check will need to be cancelled in *NCAS* and the *MPE* screen processed again with a different check number making sure to type **Y** in the PRINT CHECK field.

7. Press **ENTER** to display invoices in balanced status for this vendor.
8. Type **S** in the GROSS field to identify that the gross amount of the document was paid.
9. Type **N** or **NEXT** in the REQUEST field and press **ENTER** to process the information.

The processing of a manual check from *NCAS* to the *CSeries* software runs through several jobs behind the scenes to create the check batch. This process may take up to **15** minutes depending on when the *MPE* screen is processed. Once the processing is complete, the check will appear under the **Print** menu under the **Check Services** tab.



The screenshot shows the 'Print' section of the Bottomline Technologies software. On the left is a sidebar with 'Check services' expanded, showing 'Print', 'Reprint', 'Request reprints', and 'Help'. The main area is titled 'Print' and contains a table of check batches. Above the table are navigation icons, a page indicator (Page 1 of 1), a rows per page dropdown (100), and a 'Print' button. The table has columns for ID, Batch ID, Part, Date, # Checks, # Pages, Print Type, Application, and Batch Name. Two rows are visible, both for Batch ID 9, dated 03/22/2013 and 03/25/2013, with 3 and 1 checks respectively, and application OSCCA999.

ID	Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
14	9		03/22/2013	3	2	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
15	9		03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863

You will then be able to select that manual check and print just as you would a batch of checks.

## Reprinting Checks

This section will demonstrate how to reprint batch system (NCAS) checks and individual system or manual checks.

### Reprinting Batch System Checks



**IMPORTANT:** *Reprinting of batch system checks should only be used in the case that the original batch print job was not completed successfully to avoid duplication of checks!*

1. Select the **Check Services Tab** on the top menu.
2. Select **Check services** in the left side menu.
3. Select **Reprint**. The Reprint filter screen displays. This can be used to filter for specific information.

Field Name	Sort	Sort Order
Processing Date/Time	None	0
Batch Name	None	0
Batch ID	None	0
User Group	None	0
Print Type	None	0

4. Click **ENTER** to display the **Reprint** screen.

- The **Reprint** grid displays the batches that are available for reprinting.

Dashboard
Payments
Reporting
Check Services

cbcole (agencies)  
[My settings](#)
[Log off](#)

Check services
Help

## Reprint

Page 1 of 1
Rows Per Page Default
Reprint

ID	Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
<input checked="" type="checkbox"/> 2	10		03/07/2013	8	4	Print	OSC140	Loaded Batch 2013-03-07 16:24:42.115
<input type="checkbox"/> 6	9		03/07/2013	2	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
<input type="checkbox"/> 7	10		03/20/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-07 16:24:42.115
<input type="checkbox"/> 8	13		03/20/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-07 18:53:02.179
<input type="checkbox"/> 9	28		03/22/2013	1	1	Print	OSC140	Loaded Batch 2013-03-22 11:47:10.898
<input type="checkbox"/> 10	29		03/22/2013	1	1	Print	OSC140	Loaded Batch 2013-03-22 11:47:15.383
<input type="checkbox"/> 12	28		03/22/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-22 11:47:10.898

Records 1 to 7 of 7

5. Check the checkbox in the **Reprint** grid to select a batch for reprinting.
6. Click **Reprint** to launch the Select Printer popup box.

Bottomline Technologies Dashboard Payments Reporting Check Services

cbcole (agencies) My settings Log off

Check services Help

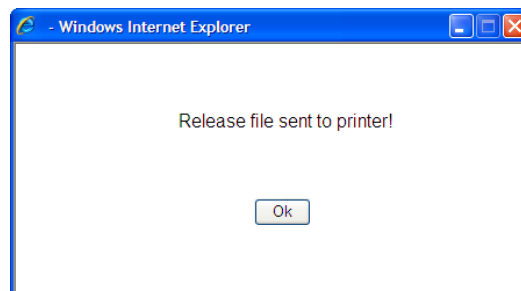
### Reprint

Page 1 of 1 Rows Per Page Default

	Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
<input checked="" type="checkbox"/>	2	10	03/07/2013	8	4	Print	OSC140	Loaded Batch 2013-03-07 16:24:42.115
<input type="checkbox"/>	6	9	03/07/2013	2	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
<input type="checkbox"/>	7	10	03/20/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-07 16:24:42.115
<input type="checkbox"/>	8	13	03/20/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-07 18:53:02.179
<input type="checkbox"/>	9	28	03/22/2013	1	1	Print	OSC140	Loaded Batch 2013-03-22 11:47:10.898
<input type="checkbox"/>	10	29	03/22/2013	1	1	Print	OSC140	Loaded Batch 2013-03-22 11:47:15.383
<input type="checkbox"/>	12	28	03/22/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-22 11:47:10.898


Records 1 to 7 of 7

7. Select printer and click **OK**.
8. The checks will immediately start printing at the specified printer.
9. Click **OK** in the **Release file sent to printer!** message box to remove the batch from the Print screen grid.

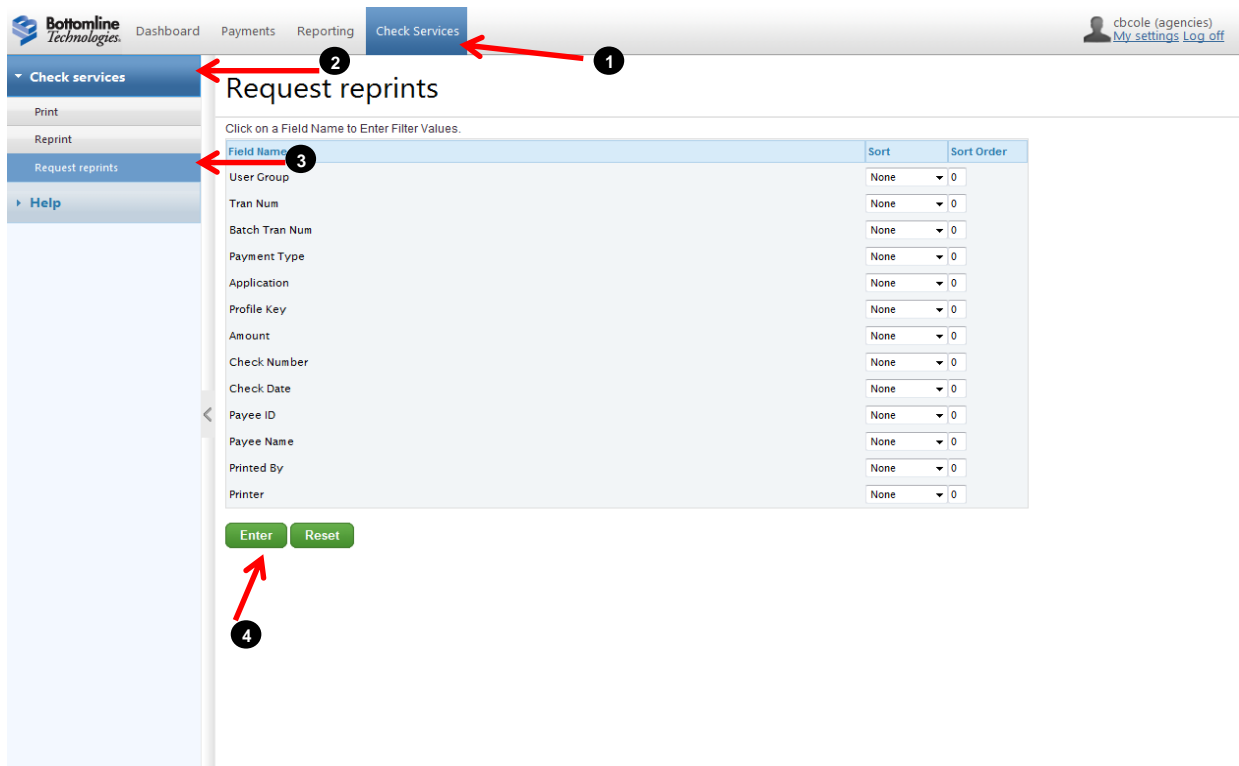


**IMPORTANT:** *Reprinting of batch system checks should only be used in the case that the original batch print job was not completed successfully to avoid duplication of checks!*

## Reprinting Individual System Checks or Manual Checks

 **IMPORTANT: Reprinting of individual checks should only be used in the case that the original check was not printed successfully to avoid duplication of checks!**

1. Select the **Check Services Tab** on the top menu.
2. Select **Check services** in the side menu.
3. Select **Request reprints**. The Individual Reprint Request filter screen displays. This filter screen can be used to look for specific check numbers, check dates, and multiple other fields if you chose to narrow down the list of checks.



Bottomline Technologies Dashboard Payments Reporting **Check Services** cbcole (agencies) my settings Log off

**Request reprints**

Click on a Field Name to Enter Filter Values.

Field Name	Sort	Sort Order
User Group	None	0
Tran Num	None	0
Batch Tran Num	None	0
Payment Type	None	0
Application	None	0
Profile Key	None	0
Amount	None	0
Check Number	None	0
Check Date	None	0
Payee ID	None	0
Payee Name	None	0
Printed By	None	0
Printer	None	0

Enter Reset

4. Click **ENTER** to display the Request Reprint screen.

Batch Tran Num	Tran Num	Type	Check Date	Check Number	Amount	Currency	Payee Name	Application
9	44	APCHK	03/04/2013	1175647	450.00	USD	IACA	OSCCA999
9	45	APCHK	03/04/2013	1175648	54.84	USD	CAROLINA IMAGING	OSCCA999
9	46	APCHK	03/04/2013	1175649	861.42	USD	PSNC ENERGY	OSCCA999
9	47	APCHK	03/04/2013	1175650	30,782.38	USD	SUNTRUST MERCHANT SERVICES	OSCCA999
9	48	APCHK	03/04/2013	1175651	1,514.00	USD	WELLS FARGO BANK NA	OSCCA999
10	49	APCHK	03/04/2013	1175643	71.80	USD	AT&T	OSC140
10	50	APCHK	03/04/2013	1175644	1,680.00	USD	PIONEER JANITORIAL SERVICES	OSC140
10	51	APCHK	03/04/2013	1175646	2,585.00	USD	FIRST CITIZENS BANK	OSC140
10	52	APCHK	03/04/2013	1175647	450.00	USD	IACA	OSC140
10	53	APCHK	03/04/2013	1175648	54.84	USD	CAROLINA IMAGING	OSC140
10	54	APCHK	03/04/2013	1175649	861.42	USD	PSNC ENERGY	OSC140
10	55	APCHK	03/04/2013	1175650	30,782.38	USD	SUNTRUST MERCHANT SERVICES	OSC140
10	56	APCHK	03/04/2013	1175651	1,514.00	USD	WELLS FARGO BANK NA	OSC140
13	73	APCHK	03/04/2013	1175643	71.80	USD	AT&T	OSC140
13	74	APCHK	03/04/2013	1175644	1,680.00	USD	PIONEER JANITORIAL SERVICES	OSC140
13	75	APCHK	03/04/2013	1175646	2,585.00	USD	FIRST CITIZENS BANK	OSC140
13	76	APCHK	03/04/2013	1175647	450.00	USD	IACA	OSC140

5. Check the checkbox in the **Request Reprints** grid to select an individual check for reprinting.

Batch Tran Num	Tran Num	Type	Check Date	Check Number	Amount	Currency	Payee Name	Application
<input checked="" type="checkbox"/> 9	44	APCHK	03/04/2013	1175647	450.00	USD	IACA	OSCCA999
<input type="checkbox"/> 9	45	APCHK	03/04/2013	1175648	54.84	USD	CAROLINA IMAGING	OSCCA999
<input type="checkbox"/> 9	46	APCHK	03/04/2013	1175649	861.42	USD	PSNC ENERGY	OSCCA999
<input type="checkbox"/> 9	47	APCHK	03/04/2013	1175650	30,782.38	USD	SUNTRUST MERCHANT SERVICES	OSCCA999
<input type="checkbox"/> 9	48	APCHK	03/04/2013	1175651	1,514.00	USD	WELLS FARGO BANK NA	OSCCA999
<input type="checkbox"/> 10	49	APCHK	03/04/2013	1175643	71.80	USD	AT&T	OSC140
<input type="checkbox"/> 10	50	APCHK	03/04/2013	1175644	1,680.00	USD	PIONEER JANITORIAL SERVICES	OSC140
<input type="checkbox"/> 10	51	APCHK	03/04/2013	1175646	2,585.00	USD	FIRST CITIZENS BANK	OSC140
<input type="checkbox"/> 10	52	APCHK	03/04/2013	1175647	450.00	USD	IACA	OSC140
<input type="checkbox"/> 10	53	APCHK	03/04/2013	1175648	54.84	USD	CAROLINA IMAGING	OSC140
<input type="checkbox"/> 10	54	APCHK	03/04/2013	1175649	861.42	USD	PSNC ENERGY	OSC140
<input type="checkbox"/> 10	55	APCHK	03/04/2013	1175650	30,782.38	USD	SUNTRUST MERCHANT SERVICES	OSC140
<input type="checkbox"/> 10	56	APCHK	03/04/2013	1175651	1,514.00	USD	WELLS FARGO BANK NA	OSC140
<input type="checkbox"/> 13	73	APCHK	03/04/2013	1175643	71.80	USD	AT&T	OSC140
<input type="checkbox"/> 13	74	APCHK	03/04/2013	1175644	1,680.00	USD	PIONEER JANITORIAL SERVICES	OSC140

6. Click **Request Reprint**.

7. Enter a **Reprint Reason** in the Reprint Transactions popup box.
8. Click **OK**. The check is then removed from the Request Reprints grid.

9. **After** the individual check has been requested to be reprinted, the check will be available for printing in the **Check Services Print screen**.

**REMEMBER**

The reprinting of an individual check can take up to **5 minutes** to appear in the **Check Services Print** screen after requesting a reprint. The request reprint of a check has to run through several *CSeries* jobs behind the scenes before it will appear under the Print screen.

10. Once the check has successfully run through the *CSeries* batch jobs, click **Check Services** on the side menu and select **Print**. The Print filter screen displays.

Field Name	Sort	Sort Order
Processing Date/Time	None	0
Batch Name	None	0
Batch ID	None	0
User Group	None	0
Print Type	None	0

11. Click **Enter**.



12. **Check** the checkbox for the individual check that needs to be reprinted and click **Print**.

The screenshot displays the 'Print' screen in the Bottomline Technologies application. The top navigation bar includes 'Dashboard', 'Payments', 'Reporting', and 'Check Services'. The left sidebar shows 'Check services' with options for 'Print', 'Reprint', 'Request reprints', and 'Help'. The main area shows a table of checks. Check 15 is selected. The 'Print' button is highlighted in the top right corner.

ID	Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
13	29		03/22/2013	1	1	Reprint	OSC140	Loaded Batch 2013-03-22 11:47:15.383
14	9		03/22/2013	3	2	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
<input checked="" type="checkbox"/> 15	9		03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863
<input type="checkbox"/> 16	9		03/25/2013	1	1	Reprint	OSCCA999	Loaded Batch 2013-03-07 16:23:08.863

Records 1 to 4 of 4

13. Select the printer and Click **OK**. The reprint of the check will start printing.
14. Click **OK** in the **Release file to printer!** message box to remove the check from the **Print** screen.



## Entering a Manual CSeries Check

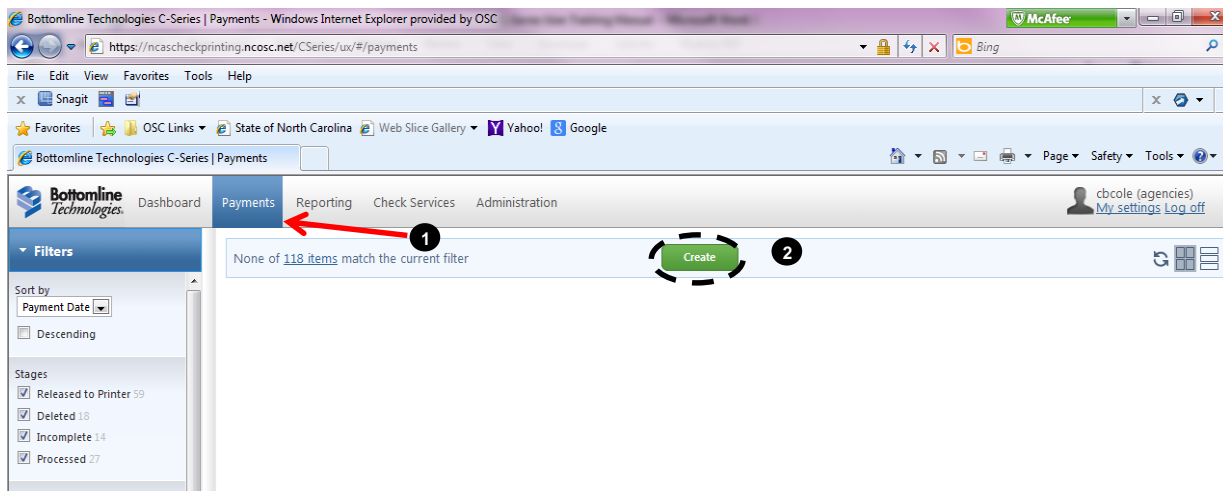
Sometimes there may be situations that a manual check needs to be created within the CSeries check printing software. The preferred method for creating manual checks is using the *MPE* screen in *NCAS* to push the manual check to *CSeries* for printing. However, there may be situations that the manual check needs to be created within the *CSeries* software. Creating manual checks within *CSeries* will not be available for users until requested.

Agencies will need to request this access within *CSeries* by using the **CSeries Manual Check Request Form**. This form can be found on OSC's website at the following [http://www.osc.nc.gov/sigdocs/sig\\_docs/documentation/forms/cpform.html](http://www.osc.nc.gov/sigdocs/sig_docs/documentation/forms/cpform.html)

Once the request has been approved by OSC, the user will be granted access to *CSeries* to create this manual check. Once the manual check has been created, the access will then be reversed for that user. See below for the steps of how to process a manual check within the *CSeries* software.


### To Enter a Manual CSeries Check:

1. Click on the **Payments** tab on the top menu.
2. Click on the **Create** button.



3. Click **OK** on the next popup box.

4. Enter a **Batch Name** in the *Batch Name* field on the Creating new batch screen.

 This would be the name that it will display for this manual check in CSeries only.

5. Enter a **Print Date**. This will normally be the current date.
6. Choose the **application (bank account)** from the drop down box that this manual check need to be paid.
7. Check “**Invoice Remittance**” for the remittance type for the check.
  - *Free Form Remittance* will only display a text box for the remittance part of the check.
8. Click **Create Non-Recurring Payment** to create the check batch.

Creating new batch

**Add General Purpose Checks Payment**

Batch Name \*  ← 4

Print Date (mm/dd/yyyy) \*  ← 5

Application \*  ← 6

Free Form Remittance ☐ Invoice Remittance ☒ ← 7

Next Steps:

1. Add the Batch Name.
2. Change the Print Date if desired.
3. Choose the Check Application and then select: Create Non-Recurring Payment - to create a payment batch containing a set of one-time transactions.

**Create Non-Recurring Payment** ← 8

[Dashboard](#)
[Payments](#)
[Reporting](#)
[Check Services](#)
[Administration](#)

cbcole (agencies) [My settings](#) [Log off](#)

Creating new batch ✕

[View Details](#)

Entry Date	Batch ID	Application	Batch Name	Status
08/15/2013 15:57:42	790	140OSC	Test check for Manual	Incomplete

**Search**

Tran Num ▼
 Is Equal To ▼

⊞ ⊟

No transactions currently exist within this payment batch. To manually add transactions to this payment batch, select the "Add" button.

Totals / Audit	Check Count	Check Total	Non-Check Count	Non-Check Total	Total Item Count
	0	0.00	0	0.00	0

[Save](#)
[Submit](#)
[Add](#)
[Delete](#)
[Remove](#)
[Refresh](#)

- Click on the **Add** button to display the Check Information screen.

Creating new batch

Check Details Remittance 17

Application 140OSC

**Check Information**

Check Profile Key  10

Company  Bank  Account

**Pay To**

Payee ID

Payee Name  12

Address 1  13

Address 2  14

Address 3

Address 4

City\State\Zip    15

**Pay**

Check Date  Check Number  16


Amount

**Other Information**

Department


Memo

Save Reset Back

10. Click on the  button to display the different bank accounts for your agency.

11. Select the **Check Profile Key** ( *Bank Account*) that this check needs to be paid.

12. Enter in the **vendor name** in the *Payee Name* field.

 You will need to capitalize any letters in these fields. The check prints exactly how it is entered in these fields.

13. Enter the **vendor street address** in the *Address 1* field

14. Enter **any other additional information** that may be needed in the *Address 2-4* fields.

15. Enter the **city, state, and zip code** in the *City\State\Zip* fields.

16. Enter in the **Check Date, Check Number** and **Amount** in the *Pay* section.

Manual check numbers can only be up to 9 digits. Errors will occur if a check number is used over 9 digits.

17. Click on the **Remittance** Tab at the top to enter invoice remittance information.

[illegible]

18. Enter in remittance information that pertains to this manual check ( **Invoice number, Date, Description, Gross amount, Discount, Net**)

19. Click on the **User Defined Fields** tab at the top to enter the pay entity for the manual check.

The screenshot shows the 'Creating new batch' interface. At the top, there's a navigation bar with 'Dashboard', 'Payments', 'Reporting', 'Check Services', and 'Administration'. On the right, a user profile 'cbcole (agencies)' is shown with links for 'My settings' and 'Log off'. Below the navigation bar, there's a tabbed interface with 'Check Details', 'Remittance', and 'User Defined Fields'. The 'User Defined Fields' tab is active. Under this tab, the 'Application' is set to '1400SC'. The 'PayEntity' field is an empty text box. At the bottom, there are three buttons: 'Save', 'Reset', and 'Back'. Red arrows and numbers indicate the sequence: 19 points to the 'User Defined Fields' tab, 20 points to the 'PayEntity' field, 21 points to the 'Save' button, and 22 points to the 'Back' button.

20. Enter in the **Pay Entity** that pertains to the manual check being created.



You will need to capitalize any letters in the Pay Entity field. The check prints exactly how it is entered in this field.

21. Click **Save** at the bottom of the screen.

After clicking save, a blank check information screen will display. Enter new information if another check is needed. Once all checks have been processed and saved, continue to step 22.

22. Click **Back** to return to previous screen.



Bottomline Technologies Dashboard Payments Reporting Check Services Administration

cbcole (agencies) My settings Log off

Creating new batch

View Details

Entry Date	Batch ID	Application	Batch Name	Status
08/15/2013 15:57:42	790	1400SC	Test check for Manual	Incomplete

Search

Tran Num Is Equal To

No transactions currently exist within this payment batch. To manually add transactions to this payment batch, select the "Add" button.

Totals / Audit	Check Count	Check Total	Non-Check Count	Non-Check Total	Total Item Count
	0	0.00	0	0.00	0

Save Submit Add Delete Remove Refresh

23. Click **Submit** to process the manual check(s).

24. Your screen will change to the **Payments** tab. The manual check entered will be displayed.

Bottomline Technologies C-Series | Payments - Windows Internet Explorer provided by OSC

https://ncascheckprinting.ncosc.net/CSeries/ux/#/payments

File Edit View Favorites Tools Help

Bottomline Technologies C-Series | Payments

Dashboard Payments Reporting Check Services Administration

cbcole (agencies) My settings Log off

Filters

Sort by Payment Date

Descending

Stages

Released to Printer 59

None of 118 items match the current filter

Create

Refresh

Bottomline Technologies Dashboard Payments Reporting Check Services Administration

cbcole (agencies) My settings Log off

Check services Help

Print

Page 1 of 2 Rows Per Page Default

Print

ID	Batch ID	Part	Date	# Checks	# Pages	Print Type	Application	Batch Name
1330	1424		03/27/2014	1	1	Print	090DOJ	Test 4

At this point the check will go through the C-Series processing which may take up to 5 minutes. Once the status of the check is in **"Processed"** status, you may print the check from the **Check Services** tab on the **Print** menu.

**OPTIONAL:** You can keep hitting **Refresh** until the manual check has changed to **"Processed"** status on the **Payments** tab.



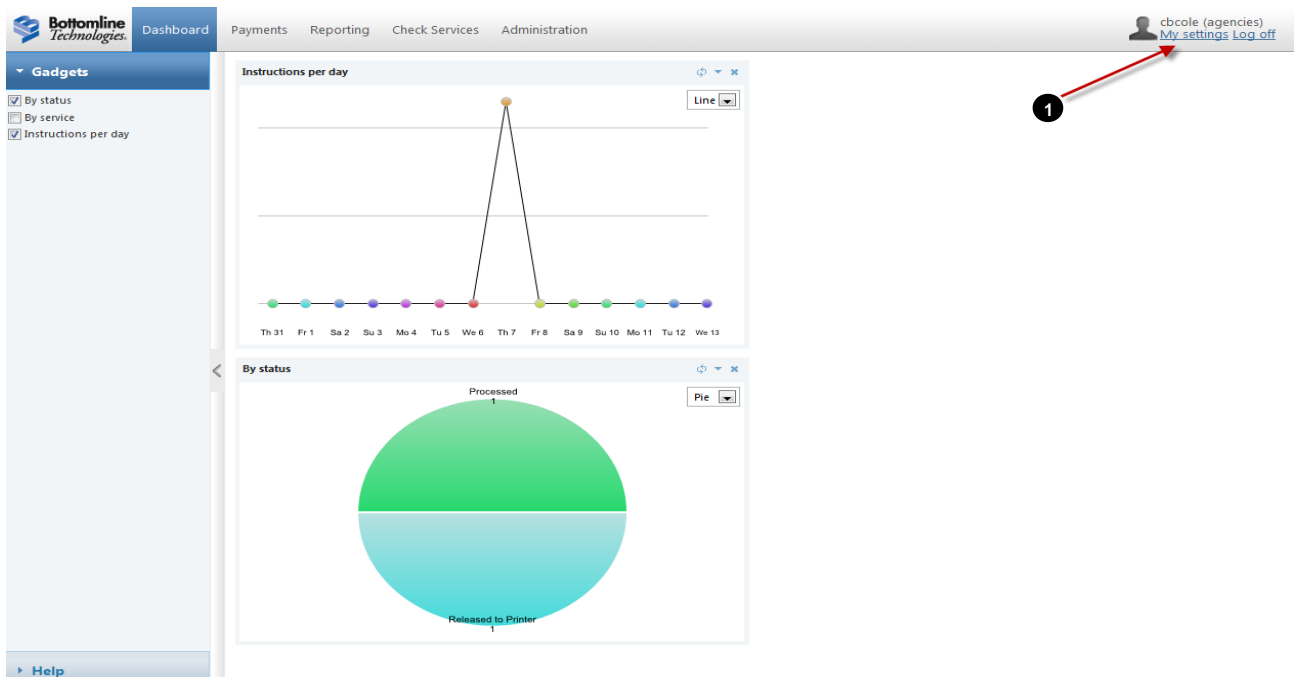
## Reporting

The *CSeries* software has a separate Reporting tab to run several types of reports. The main report that is needed anytime checks are printed is the **Check Register**.

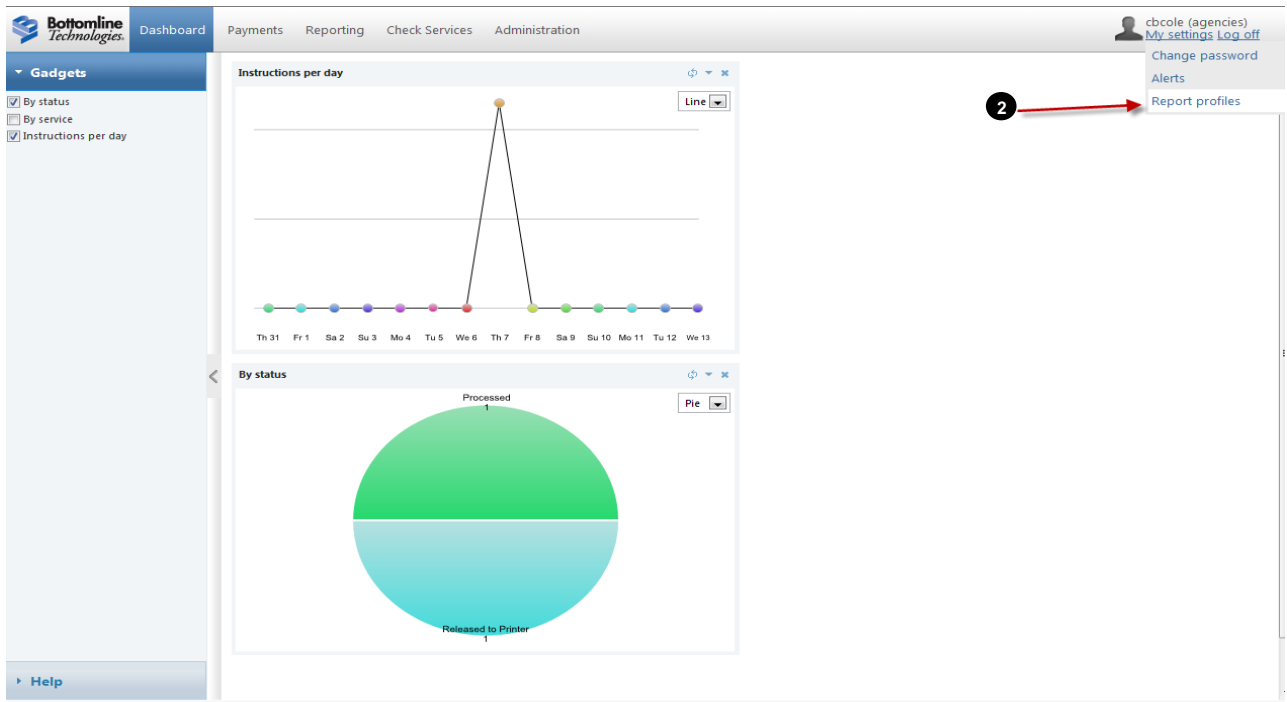
In the previous check printing software, the check register would automatically print after the checks were printed. In the *CSeries* software, you will have to manually run a **“Check Inquiry”** report in order to print your check register for reconciliation.

### Accessing Check Inquiry Report


1. Click on **My settings** in the top right corner of your screen.

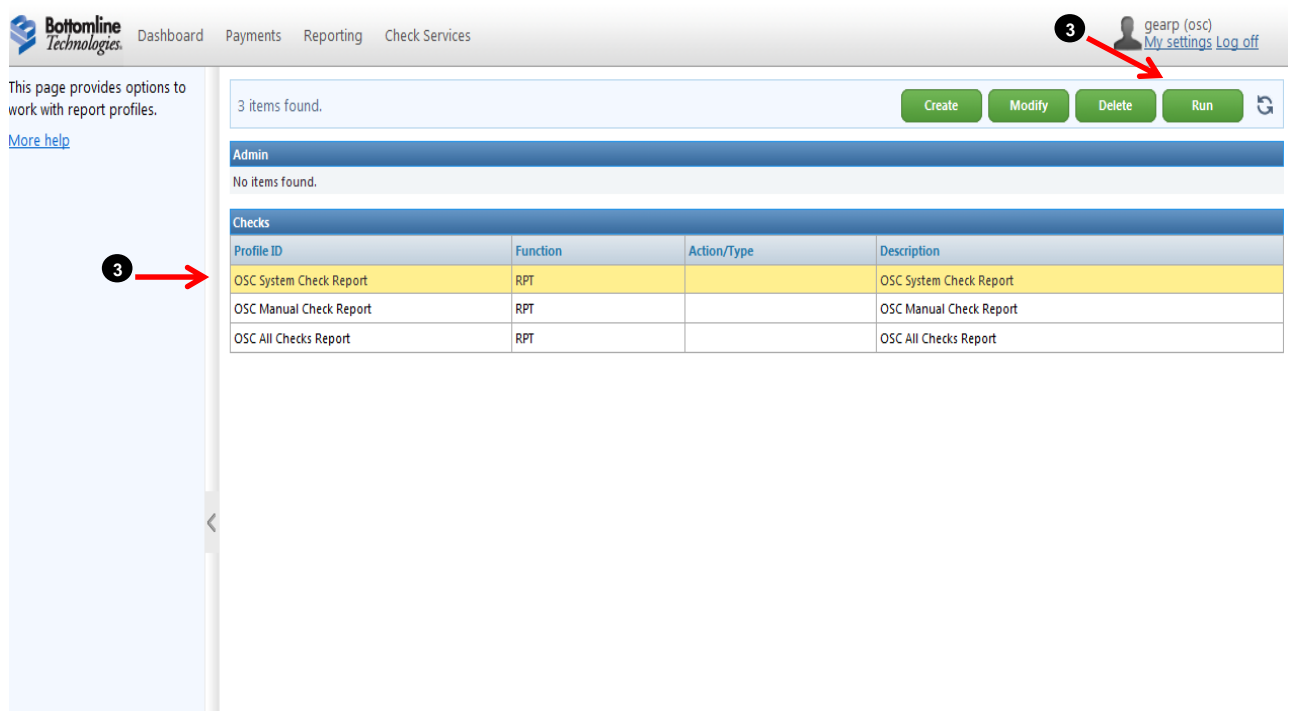


2. Highlight **Report profiles** under My settings.



3. Click on the specific Check Inquiry report that is needed and click **Run** in the top right corner.
- Some agencies may have multiple reports that they can run for the check inquiry report. For example, some agencies have specific reports for only system (NCAS) checks or manual checks. Some agencies may have reports for a specific bank account.

 Due to CSeries being a web based software, the report may not return immediately after the “Run” button has been clicked. The report may take up to a few minutes to process and display.



Bottomline Technologies

Dashboard Payments Reporting Check Services

gearp (osc) My settings Log off

3

3 items found.

Create Modify Delete Run

Admin

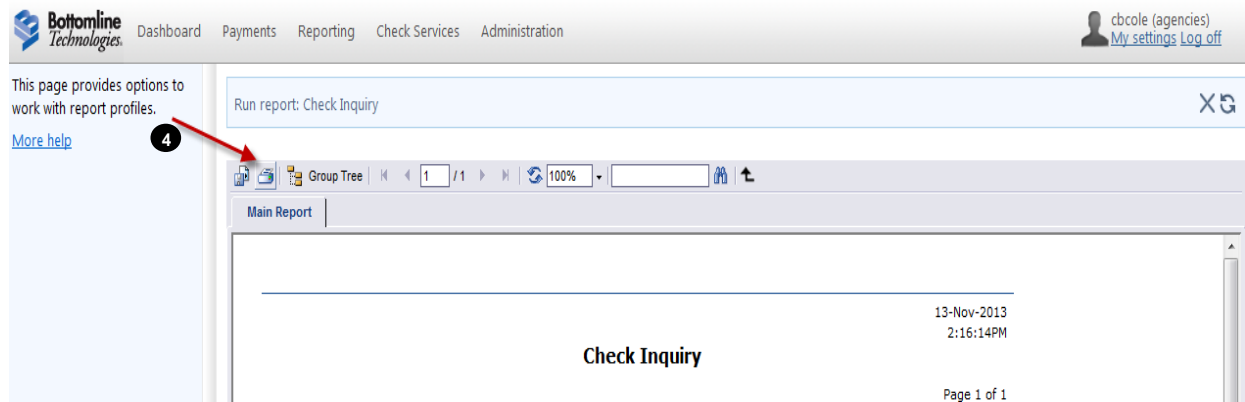
No items found.

Checks

Profile ID	Function	Action/Type	Description
OSC System Check Report	RPT		OSC System Check Report
OSC Manual Check Report	RPT		OSC Manual Check Report
OSC All Checks Report	RPT		OSC All Checks Report

4. Once the report has run, click the printer button to print the report to your printer.

- **NOTE: The check register report will use your computer's approved printers which will not be the printer that is used for printing checks.**

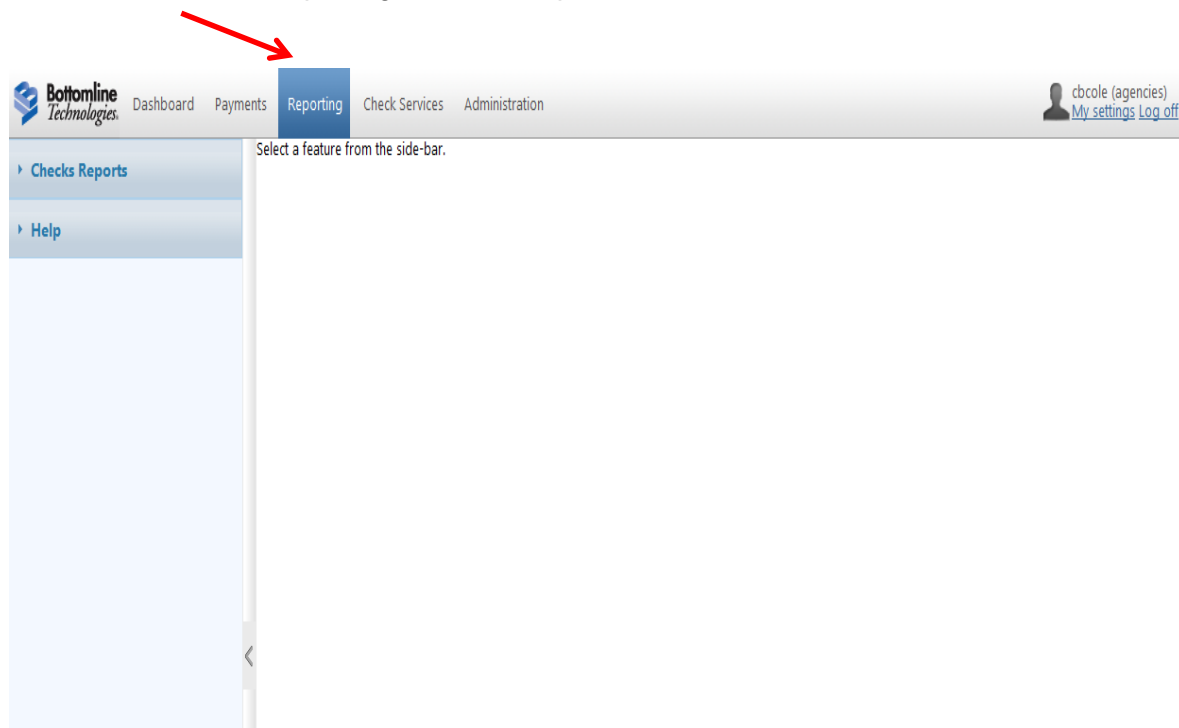


## Accessing Reports under Reporting menu (OPTIONAL)

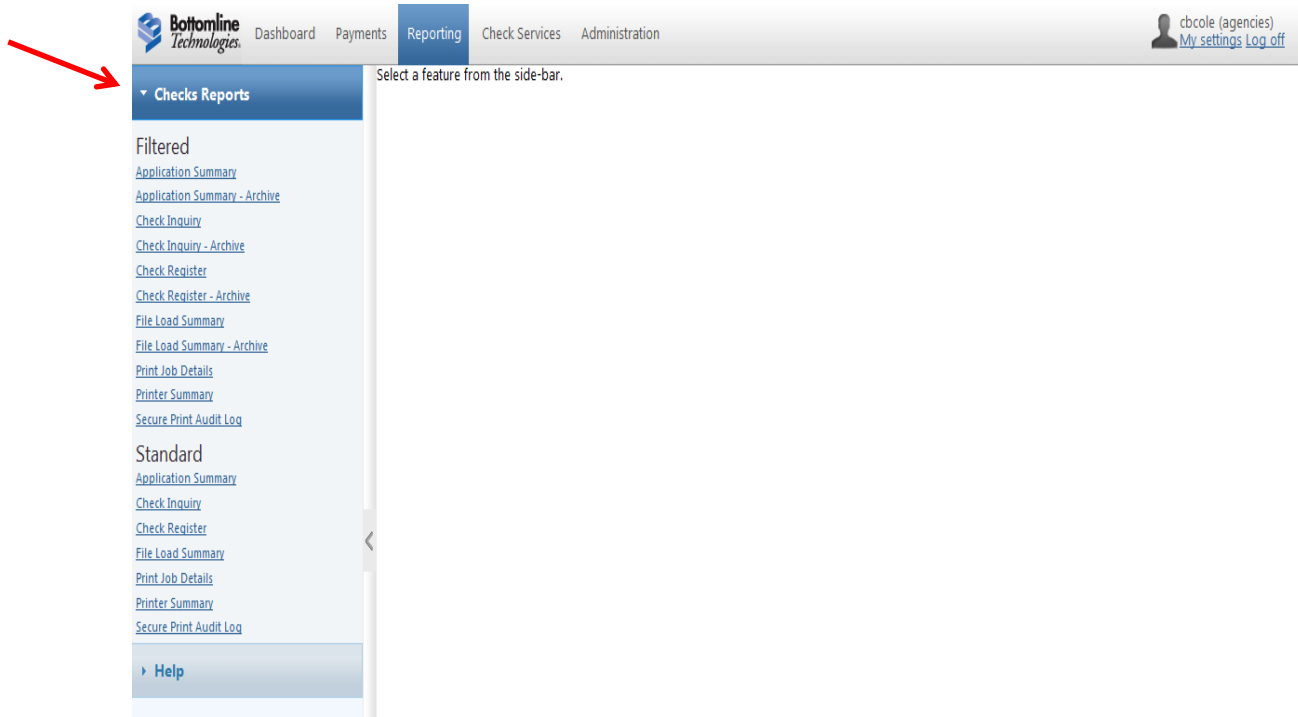
Due to NCAS overnight batch processing and design, the delivered **Check Register** report in *CSeries* is not suitable for the “**Check Register**” report that agencies currently use. However, within *CSeries* there is a section with many delivered reports that may be accessed.

To run reports in *CSeries* follow these steps:

1. Click on the Reporting tab at the top menu.



2. Click on Check Reports on the side menu.



This will display all of the available reports. You can run the reports under the **Filtered** section where you can filter the reports for certain data or run the **Standard** reports that will only show the current days payments.

Since most NCAS checks are processed the day before checks are actually printed, the **Standard** reports section is not as useful as the **Filtered** section.



## CSeries Forms

### CSeries Manual Check Request Form

Please call **OSC Support Services at (919) 707-0795** to request a ticket and attach the form below if needing to request the CSeries Manual Check process to be granted.

This request form can be found at the following link:

[http://www.osc.nc.gov/sigdocs/sig\\_docs/documentation/forms/cpform.html](http://www.osc.nc.gov/sigdocs/sig_docs/documentation/forms/cpform.html)

CSeries Manual Check Request Form	
Date: _____	
<b>To:</b> OSC NCAS Support Services Financial Systems Division Office of the State Controller Phone #: (919) 707-0795 Fax #: (919) 981-5561	<b>From:</b> _____ <div style="text-align: right; margin-top: -10px;">Name</div> <div style="text-align: right; margin-top: 10px;">Title</div> <div style="text-align: right; margin-top: 10px;">Agency</div> <div style="text-align: right; margin-top: 10px;">Phone</div>
_____ authorizes the OSC to <small>(Agency Name)</small> temporarily change the CSeries Manual Check option to allow creating a manual check within the CSeries software.	
We request this change for the following reason: _____ _____ _____	
<b>Disclaimer:</b> Our agency understands that when requesting this manual check process, that the manual check must also be reflected in NCAS for positive pay purposes when using the State Treasurer . It is the responsibility of the individuals signing this form to make sure that the agency controllers, fiscal officers, AP supervisors, and other pertinent personnel are aware that this request has been made. Our agency accepts responsibility for any audit exceptions or other changes to its accounting records that may result from the processing of this request.	
Signature: _____ Title: _____ Specify Date and Time Changes Needed: _____ Date Requested: _____	
<div style="background-color: #cccccc; padding: 2px;"><b>FOR OSC USE ONLY</b></div> This change authorization form was received by: Helpdesk Staff Member: _____ Date: _____ Time changed and agency notified: _____ Agency Personnel notified: _____ Time changed back: _____	

## CSeries Check Printing Form

Please call **OSC Support Services at (919) 707-0795** to request a ticket and attach the form below if changes or new users are needed in *CSeries*.

The following form located at the link below is used to request a **new** user or to **change/delete** *CSeries* users.

[http://www.osc.nc.gov/sigdocs/sig\\_docs/documentation/forms/cpform.html](http://www.osc.nc.gov/sigdocs/sig_docs/documentation/forms/cpform.html)

### Office of the State Controller North Carolina Accounting System Check Printing Form

Please provide the following information for the persons who will perform the check printing functions at your agency. They will be our primary contact if there are problems with the check printing process.

Agency Name:	
Contact Name:	
Phone:	
Fax:	
Physical Location of Check Printer:	
Address:	
Primary Check Writer:	
Phone:	
NC ID:	
Email Address:	
Secondary Check Writer:	
Phone:	
NC ID:	
Email Address:	
Remove Check Writer:	
Phone:	
NC ID:	
CSeries Usergroup	
CSeries Username	
<b>Certification of Agency Head, President, or Chairman:</b>	
Signature:	
Date:	
Email Address:	
<b>OSC USE ONLY</b>	
Date Received:	
Date Confirmation Sent to the Agency:	
Model Staff:	

## Check Printing Policy

### NCAS Check Print User Access:

Each agency will assign two (2) users to print their NCAS checks. This access is requested via a form that can be downloaded from:

[http://www.osc.nc.gov/sigdocs/sig\\_docs/documentation/forms/cpform.html](http://www.osc.nc.gov/sigdocs/sig_docs/documentation/forms/cpform.html)

In order to print NCAS checks, the agency user must have the following user IDs: NCID, CSeries Usergroup and Username to complete the authentication process. Below is a summary of these accounts and how rights are granted.

- **NCID Access:** Each agency user must have an NCID account that is created by their agency's NCID administrator. OSC will grant security access roles to the NCID user name's as indicated on the form listed above. The authentication and authorization is enforced by NCID security guidelines. This access is needed in order to access the ITS-managed VPN.
- **CSeries Usergroup & Username:** When user is assigned to the CSeries check printing software the user will be assigned a usergroup, username, and initial password.

### Access Monitoring

Access to the NCAS check print process as outlined above is monitored and documented in order to ensure only authorized access. This monitoring includes:

- CSeries login audit and data transaction audit are done automatically and backed up daily
- Each login to SSL VPN is logged and backed up at the ITS level

### System Setup Policy:

**OSC** will provide each agency with the equipment necessary to print checks. This equipment will include the following:

- One (1) Troy MICR-certified printer (key-controlled) and parallel cable

**The agency** will be responsible to provide the following:

- Network connection (port 80 and 443 access)
- Electrical power source
- Physical space to set-up computer and printer
- Check Stock (see source below)
- Troy MICR Toner Cartridges (see source below)

## Physical Security

Due to the sensitive nature of the check print process, adequate security must be provided for both equipment and supplies. The two assigned users are ultimately responsible for all equipment and supplies which includes the keys and the blank check stock. Specifically, the following [minimum] security measures are required:

- **Physical Workspace:** The physical workspace provided for the printer should be located in a secured area that limits access to only authorized personnel.
- **Keys:** There are two keys necessary to operate the MICR printer.
  - One key is used to enable the MICR printing feature. This switch must be secured in the “locked” position when not actively printing checks.
  - The second key is used to unlock the paper tray where the check stock is loaded. This tray must be locked at all times
  - Both of these keys must be stored in a secure location when not in use.
- **Blank Check Stock:** Any check stock not loaded into the secured printer tray must be stored in a cool, dry secured location.

## Security Measures

Agency users only have access to the data for their assigned agency. No assigned check print user can access data from organizations other than their own.

When an agency submits a request to add or remove check writers, OSC will ensure that only two check writers are authorized per agency (exception: DHHS Central has six check writers for eighteen companies).

## Request for Digitized Signature for Agency Check Signer

When an agency has a personnel change that involves who will sign the agency's checks, a request form must be completed to obtain the digital signature. The form is located at: [http://www.osc.nc.gov/forms\\_policies/ncas\\_forms.html](http://www.osc.nc.gov/forms_policies/ncas_forms.html) under Check Printing - CSeries Digitized Signature Request. This form must be printed, completed following the instructions provided and sent to OSC in order to digitize and change the signature in the check printing software..

**Ordering Consumable Supplies**

**Printer Toner Cartridges:** Only Troy MICR Toner Cartridges are authorized for NCAS check printing. The source is indicated in the following link:

[http://www.osc.nc.gov/sigdocs/sig\\_docs/check\\_printer\\_cartridges.html](http://www.osc.nc.gov/sigdocs/sig_docs/check_printer_cartridges.html)

**Check Stock:** Because of the low volume of check stock purchased by state agencies, Purchase and Contract (P&C) no longer requires check stock paper to be purchased on state contract. State agencies can purchase check stock independently, as long as the purchase is under their delegation. The original state contract vendor, Relyco, continues to offer NCAS certified check stock at competitive prices. Check stock paper purchased from any vendor other than Relyco must incorporate all security features of the current check stock and be approved by the Office of the State Controller and the Department of the State Treasurer.